

Sample Letter of Explanation

Insert Current Date:

John D. Doe

XYZ Company
1360 Anywhere Street
Somewhere, MA 12345

Dear Mr. Hunter,

Please accept this letter of explanation regarding the lack of information on the Employment Application about my felon conviction(s) of _____ that occurred on _____. I do not want to mislead you nor lie to you by not providing more detailed information on the application; however, due to the confidentiality of this information and the embarrassment I feel over my past mistake(s), I very much want the opportunity to explain this to you in person.

I'm sure that you have reservations considering hiring an ex-felon, and rightfully so. If the position were reversed I would probably feel the same way. I can only hope to try to explain the specifics, my true regret for what I have done in the past, why that will never happen again in the future, and now that I have the opportunity to turn my life around and, why I will be an outstanding employee. To provide more insurance, the U.S Labor Department is willing, at no cost to you, to post a \$5,000 Fidelity Bond with you on my behalf. Additionally, the I.R.S offers a one-time \$2,400 tax credit to employers who hire eligible ex-felons.

Whatever your decision, I thank you for your time and consideration.

Respectfully,

John D. Doe